

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
THE MIAMI BEACH EMPLOYEES' RETIREMENT PLAN
OF THE CITY OF MIAMI BEACH
November 8, 2011

Chairman Boyd called the meeting to order at 10:08 a.m.

Board Members present were as follows:

James Boyd		Hilda Fernandez
Jorge Gomez	Warren Green	Reinaldo Horday
Richard McKinnon	Jonathan Sinkes	

Members absent -	Jose Cruz	Patricia Walker
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Also present were:

Steve Cypen	Legal Counsel
Rick Rivera	Pension Administrator
Robert Martinez	Assistant Pension Administrator
Ralph Granados	Assistant Human Resources Director
Wayne Nowell	Disability applicant
Veronica Nowell	Spouse of disability applicant
Cliff Leonard	Risk Manager
Sue Radig	Human Resources Admin.
Bill Cottle	Fund Consultant
Zander Grant	Investment Manager, Wellington
Tom Coleman	Investment Manager, Wellington
Bart McMurry	Investment Manager, ICC
Sheryl Weitman	Investment Manager, State of Israel
Evie Asness	Investment Manager, State of Israel

A motion was made by Mr. Gomez duly seconded by Ms. Fernandez, and with all in favor it was unanimously

RESOLVED That CMB Information Technology invoice #00025827 for the amount of \$1,613.76 be separated from the Consent Agenda.

A motion was made by Mr. Gomez duly seconded by Ms. Fernandez, and with all in favor it was unanimously

RESOLVED That ex-employee Roshawn Harris' lump sum request for the amount of \$11,332.78 be separated from the Consent Agenda.

A motion was made by Mr. Gomez duly seconded by Ms. Fernandez, and with all in favor it was unanimously

RESOLVED That Trustee Warren Green's DROP application be separated from the Consent Agenda.

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A motion was made by Mr. Gomez duly seconded by Ms. Fernandez, and with all in favor it was unanimously

RESOLVED That the Consent Agenda be approved as presented less Item C-5 request for lump sum refunds for Roshawn Harris, Item C-9 DROP application for Warren Green and Item C-12 requests for payment for I.T. Dept for FY refresh.

A motion was made by Mr. Gomez duly seconded by Ms. Fernandez, and with all in favor except Mr. Warren Green who abstained, it was

RESOLVED That Item C-9, DROP application for Warren Green be approved as presented.

Mr. Rafael Granados, Assistant Human Resources Director, requested that Ms. Roshawn Harris' lump sum application be deferred until the next pension board meeting. A discussion ensued.

A motion was made by Mr. Gomez duly seconded by Ms. Fernandez, and with all in favor it was unanimously

RESOLVED That Item C-5 request for lump sum refunds for Roshawn Harris be deferred until the December pension board meeting.

A discussion ensued regarding I.T. invoice #00025827 in the amount of \$1,613.76. The Administrator said he would get an explanation of what exactly a 'FY Refresh' was before paying the invoice.

CONSENT AGENDA

C-1 The Minutes of the October 11, 2011 board meeting were approved as amended.

C-2 New Members were approved as follows -

<u>NAME</u>	<u>ID #</u>	<u>CLASSIFICATION</u>	<u>Union</u>	<u>HIRE</u>	<u>APPT. DATE</u>
Sonia Louis	19742	Crime Scene Tech I	CWA	04/11/2011	10/11/2011
Stephen Scott	19876	Building Director	UNC	10/17/2011	
Jose Gonzalez	19882	Transportation Mngr.	UNC	10/10/2011	

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C-3 New Retiree Allowances were approved as follows -

<u>Name</u>	<u>Date</u>	<u>Retirement Type</u>	<u>Monthly Amount</u>
Mayra Buttacavoli	12/01/2011	Vested Retirement	\$6,536.50

C-4 New Pensioner Allowances were approved as follows - (None)

C-5 Requests for Lump Sum Refunds were approved as follows -

<u>Name</u>	<u>Separation Date</u>	<u>Amount</u>	<u>Reason</u>
Vladislav Dusev	10/05/2011	\$5,102.65	Resignation
Mauricio Gonzalez	10/08/2011	\$15,432.58	Resignation
Roshawn Harris	10/04/2011	\$11,332.78	Resignation

C-6 Request for Accumulated Contribution Refund for a Named Beneficiary was approved as follows -

<u>NAME</u>	<u>DOR</u>	<u>Named Beneficiary</u>	<u>HOURS USED</u>	<u>Refund of Contributions</u>
Carlos Clemente	03/01/2011	Charles Clemente	71.91	\$43,150.04

C-7 Purchases of Creditable Service Time were approved as follows

<u>NAME</u>	<u>DATE</u>	<u>YEAR PURCHASED</u>	<u>HOURS USED</u>	<u>CASH USED</u>	<u>Buyback Type</u>
Jeremy Hinkle	10/19/2011	0.52	97.67	\$ -	Probation
David Cox	10/17/2011	0.48	113.41	\$ -	Probation
Michael Andrews	9/30/2011	0.51	0	\$2,077.99	Probation
Nicholas D'Amato	10/10/2011	0.50		\$3,236.58	Probation

C-8 Request for up to Two (2) years of additional creditable service were approved as follows -

<u>Employee Name</u>	<u>Sworn Statement</u>	<u>EMPLOYER QUESTIONNAIRE FORM</u>	<u>Application Resume or Add'nl back-up</u>	<u>Creditable Service Applying for</u>
JOSE SMITH	x	x	x	2.0
LOUIS PEDRO	x	x	x	2.0
YAMILEX MORALES	x	x	x	2.0
SANDRA CABA	x	x	x	2.0
ANTONIO BERNANDO-ARCA	x	x	x	2.0
ASSAD PALMER	x	x	x	2.0
ARAN GALINDO	x	x	x	2.0
JIMMY MCMILLION	x	x	x	2.0
ROSANNA REBOLLEDO	x	x	x	2.0
KEITH WILDER	x	x	x	2.0
Myriame Jean-Baptiste	x	x	x	2.0
NICHOLAS D'AMATO	x	x	x	2.0

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C-9 DROP applicants were approved as follows -

<u>Name</u>	<u>Effective</u>		<u>Estimated Monthly Benefit</u>	<u>Maximum Last DROP Pmt.</u>
Marc Stanions	12/1/2011	\$	5,897.61	11/1/2014
Warren Green	11/1/2011	\$	5,338.61	10/1/2014
Nicholas D'Amato	11/1/2011	\$	4,891.46	10/1/2014

**C-10 Lump Sum Refunds Paid since the last meeting
were approved as follows -**

<u>DATE</u>	<u>NAME</u>	<u>CK #</u>		<u>Amount</u>
10/25/2011	IRA Rollover- Hector Castro	112902	\$	6,842.49
10/17/2011	Lump Sum- Eboni Chatman	112898	\$	11,865.88
	945 Tax Deposit - E. Chatman	xxxx	\$	2,966.47
10/17/2011	Lump Sum- Antwan Givens	112895	\$	14,685.05
	945 Tax Depoist - A. Givens	xxxx	\$	3,671.26
10/17/2011	IRA Rollover- Patricia Jules	112899	\$	30,303.15
10/17/2011	IRA Rollover- Gregory Tindle	112896	\$	21,602.21
10/17/2011	IRA Rollover- Anna Witowski	112897	\$	6,289.19
	IRA Rollover- Carlo			
10/20/2011	Zandegiacomo	112900	\$	30,986.89

C-11 The Financial Reports were approved as presented.**C-12 Requests for Payment****ADMINISTRATIVE EXPENSES****Legal**

Steve Cypen- Legal Services

Legal services rendered for the month of November 2011	\$	5,000.00
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Bookkeeping

Joan Wall- Bookkeeping

services rendered for the month of November	\$	350.00
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Office, etc.

Copier - Sharp Lease

Monthly copier fees per inv.# 188877005	\$	228.56
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Printing & Postage- CMB Central Services

Printing & Mailing Charges for the month of Sept. Per inv.# 00025937	\$	2,048.74
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I.T. Computer Services- Computer & Phone use, CMB

For the month of July Per inv.# 00025565,00025826,00025827	\$	4,525.02
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Office Maintenance - Property Management Fees, CMB

For the month of September per inv.# 00026181	\$	1,584.49
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Storage- IDD

Monthly storage fees for the Per inv.# 0063083,0063802	\$	142.24
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Investment Fees

Investment Fees - Rhumblin Advisers

Qtr. Ending 9/30/11 Per inv.# gmbeach2011Q3 & mbgadr2011Q3 \$ 18,579.00

Investment Fees- ICC Capital Management

For 4th Qtr. 2011 Per inv.# 57531622 \$ 33,957.74

Investment Fees- Wentworth Hauser Violich

Qtr. Ending 9/30/11 Per Inv.# 42105 \$ 73,098.00

Custody Fees

Fiduciary Trust- Custodian

Qtr. Ending 9/30/11 Inv.#

S14800136220,S14800136227,S14800136221 \$ 8,141.63

Investment Consultant Fees

Milliman - Fund Evaluator

Consulting Services July - Sept. 2011 \$ 15,100.00

C-13 Requests for Payment (Conferences)

Conv/Seminars/Dues/Etc

Robert Martinez - Conference & Education

57th Annual Conf. New Orleans, LA for Robert Martinez \$ 1,297.18

IFEBP- Conf. & Edu. Registration

57th Annual Conf. New Orleans, LA for Robert Martinez \$ 1,375.00

FPPTA- Dues & Membership

2012 Annual Membership fee \$ 600.00

IFEBP- Dues & Membership

2012 Annual Membership fee \$ 955.00

REGULAR AGENDA

R-1 Deferred Items -

- A. Discussion of Amortization Method for Unfunded Liability -**
There was no action taken on this matter.

R-2 New Items -

- A. Retiree Life Insurance by Warren Green - Mr. Green discussed the current options employees have of converting their employee life insurance once they retire. He discussed the possibility of having employees remain in the same group during this change. Ms. Radig, Human Resources Administrator, addressed the Board regarding this matter. Mr. Boyd reminded Mr. Green that the Board had no authority on this matter.**

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- B. Informal Disability Hearing for Wayne Nowell - Mr. Cypen reviewed the procedures for an informal disability hearing. The Board reviewed Mr. Nowell's disability package. Clifton Leonard, the City's risk manager, reviewed Mr. Nowell's medical history.

The Board decided that based on the recommendations of the medical board and reports of physical examiner Mr. Nowell be granted a service connected disability.

A motion was made by Mr. McKinnon duly seconded by Mr. Green, and unanimously

RESOLVED that Mr. Wayne Nowell be granted a service connected disability.

- C. 2011/2012 Administrative Budget - This Item was deferred.

R-3 Other Business

- A. Administrator's Report - The Administrator reported that the summary plan description had been updated by the Actuary and was awaiting legal review before being distributed to all members.

R-4 Quarterly Investment Reports

- A. Bill Cottle, Milliman Inc. - Mr. Cottle said that the Plan had a poor performance in the 4th quarter of the fiscal year. He said that the active investment managers underperformed their respective benchmarks. He said that the result of this performance was a Plan quarterly return of -13.0%, versus the benchmark of -10.1%. Mr. Cottle said that in addition to the manager's underperformance, the under-weighting to fixed income was a detriment to total Fund results. Mr. Cottle reviewed the actual asset allocation, investment manager performance and total fund risk/reward versus the Universe from Milliman's quarterly report.
- B. Fixed income manager presentations - Mr. Zander Grant and Mr. Tom Coleman of Wellington Management presented their quarterly investment manager report. Ms. Sheryl Weitman of State of Israel Bonds updated the Board on the current Fund holding and the current interest rates paid by the State of Israel for new bond purchases.

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R-5 For Your Information

Chairman Boyd and Mr. Cypen reviewed For Your Information.

There being no further business to discuss, a motion was made by Mr. Gomez duly seconded by Ms. Fernandez and unanimously

RESOLVED That the meeting be adjourned. The meeting was adjourned at 12:50 p.m.

James Boyd, Chairman

Hilda Fernandez, Secretary